

PARCHMENT INSTRUCTIONS

Seniors, You should have an email from Parchment or Parchment.com If you do not have one or have accidentally deleted it, please see Mrs. Hamilton

When opening the email click **“Finish setting up your account”**

>Click on **“confirm your account”** and scroll down

Enter your personal info, enter your contact info, and then set up your password:

Some personal info should be there already!

>Highest level of education - Select **12th**

>Contact Info - fill this out with your information

Set up your password of choice and keep that in a safe place!

☒ Check the box that says “I have my parents permission or legal guardian’s permission to create an account”

Click **“Create account and continue”**

(If you address needs confirmed, select the option with the 4 digit code following your zip code)

>>This should route you to the “sign in” button and will take you to verify your email - **You will need to go to your email inbox and click the link to verify your email before you are able to sign in!**

Then you will be routed to **“Enrollment Information”**

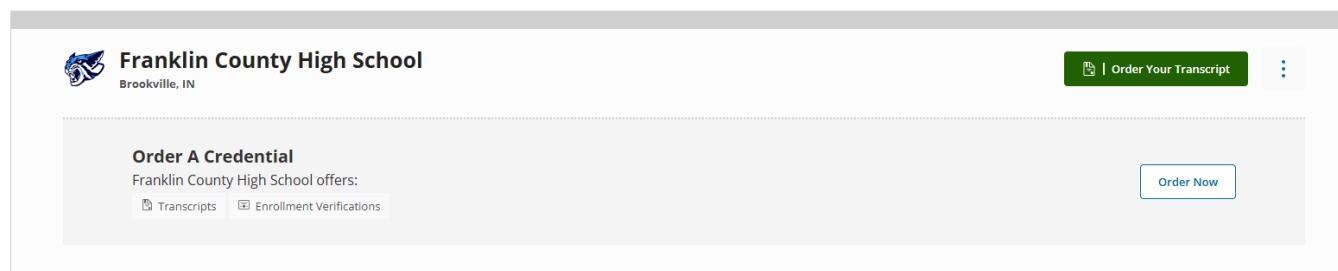
- Some additional information will be required for your enrollment. Fill this out Select **Yes** for currently enrolled - the “first year of attendance” will likely by 2023”, your graduation year is 2027)

WELCOME TO PARCHMENT

- Select colleges you are interested in (at least one school is required to move on)
- You must select **YES** on “I wish to be discovered by colleges.... Etc.”
- Select **“I DO”** want my FERPA rights waived, if it asks
 - Then select that you are ‘done adding colleges’
 - Fill out **Academic Interest, Academic Information** sections (this will ask for your **unweighted GPA** and **SAT score** - **please email or stop by to see Mrs. Hamilton for this information if you do not have this info**

🎉 This should finalize the creation of your account and lead you to the page where you can order credentials!

On your “**DASHBOARD**” page, you should see a screen that looks like this:



Select “**Order Your Transcript**”

If you are sending your transcript **to a college**, you will start typing that college's name into the search bar to select the institution of your choice.

If you are wanting a copy of your transcript for **yourself**, choose “I'm sending to myself or another individual” >> I'm sending this order to myself

- You will then enter your information: Your name, your email

Both of those options should then route you to the “**Item Details**” page.

As long as you are a current student at FCHS, you can send your transcript anywhere **FOR FREE**! If there is an Item Total of anything other than \$0.00, please see Mrs. Hamilton to get this fixed.

Write your initials to consent to sending your credentials (transcript) and click the checkbox before hitting “**Continue**”

You're finished! This will then show up as an order for Mrs. Hamilton to process at FCHS. You will get an email confirmation of your order and when it is processed.

To find your way back to our Parchment site, go to:
<https://fchs.fccsc.k12.in.us/transcriptrequest>